



ADDENDUM TO VTDI'S STUDENT HANDBOOK 2015 -2017

STUDENT INFORMATION

- **RIGHT TO ACCESS**

Students have the right to access their personal data. Any person who wishes to exercise this right is advised to contact the Assistant Registrar who has responsibility for students' records. Students are allowed to view their records under the supervision of the Assistant Registrar. In the absence of the Assistant Registrar the Student Affairs Officer facilitates the process.

Personal files are compiled for each student. These are batched and stored according to programmes and alphabetically by students' last name. Requested files are logged, signed and delivered to relevant personnel upon approval by the Assistant Registrar. These are returned to the Admissions Unit on the agreed date.



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REQUESTS FOR DOCUMENTATION

- **STATUS LETTER**

A Status letter verifies that a student attended the VTDI. To request a status letter from the institution the relevant form must be completed and submitted. Status letter request forms are available at the Reception Desk at the Registry.

A cost applies for this service. To receive the status letter evidence of payment must be presented. There are two service options as follows:

Regular Service: 7 working days

Express Service: 3 working days

- **TRANSCRIPTS**

Original transcripts are available upon request from the Registry at a cost. Transcript request forms can be obtained from the Receptionist Desk in the Registry.

To receive a transcript, the student must submit a completed Transcript Request form as well as the receipt indicating payment for the transcript.

There are two service options as follows:

Regular Service: 20 working days

Express Service: 10 working days

NB: All payments for transcripts and Status Letter should be made at the Accounts Department, Central Administration located at the TVET Resource Center.